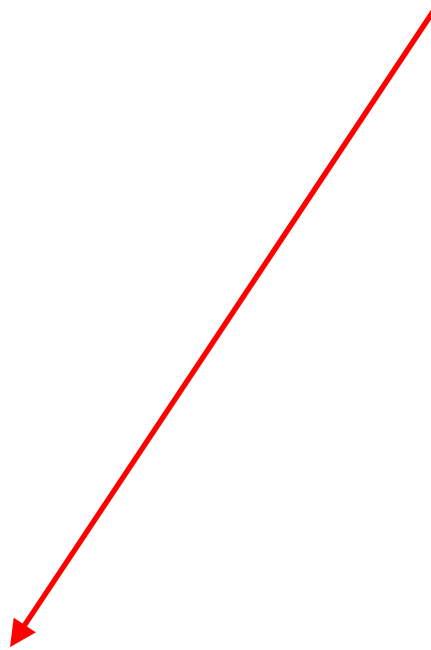


# Employees that can accept Credit Card Payments

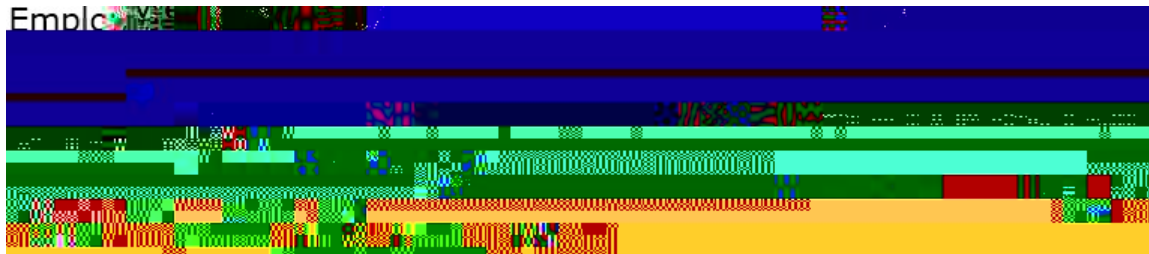
Log into MyWings and click through each phase down below:



5) Click on the [Employees that can accept Credit Card Payments](#) link under Treasury Office.



6) Select the Department and click the **Next** button.



7) Indicate if your department still accepts credit card payments and **click**  
\*NOTE: If "No" go to step 9.



8) Enter the Number of Employees that can accept credit card payments and click the **Next**  
\*NOTE: Include yourself in the count if you are one to the people that can accept credit card payments for the selected department.

9) Enter the Employee IDs that can accept credit card payments.

\*NOTES:

- a. You can use the search by clicking the (🔍) next to each field if you don't know the ID#.
- b. Enter in all Banner ID's and don't forget your own, if you handle cardholder.

### Employees that can accept Credit Card Payments

Michelle Godoy,  
This form is used by Supervisors/Managers to provide a list of employees that are allowed to accept credit card payments.

#### Department Information

Select Department: Treasury

#### Employee Info

How Many Employees can accept credit card payments:

Enter Each Employees ID: (ID#) below: (From top down, leaving three unneeded blank ones at the bottom)

Employee # 1:

Employee # 2:

Employee # 3:

Employee # 4:

Employee # 5:

Submit your request.

[ Employee Online Forms for Treasurers Office ]

10) Click Submit at the bottom of the form.

Select Action/Reason if requested. Then click the "Submit" Button.

11) You will get a confirmation message letting you know that the form was completed.

\*NOTE: If you have more than one department make sure to repeat the process for the other departments.